



# PETROLEUM PRODUCTS CARRIER REPORT

Please print or type, or apply address label over Section A

**DUE DATE:** 30<sup>th</sup> day of the month following the month covered by this report

## Section A

Legal Name	Federal Employer ID No. (FEIN) AND/OR Social Security No. (if you are a sole proprietor)	
Mailing Address – Street or PO Box Number	City State Zip Code	
Type of Organization (check one) Date of Incorporation or Registration: _____ 1. <input type="checkbox"/> Individual 3. <input type="checkbox"/> Wisconsin corporation <input type="checkbox"/> LLC – Taxed as a partnership 2. <input type="checkbox"/> Partnership 4. <input type="checkbox"/> Out-of-state corporation <input type="checkbox"/> LLC – Taxed as corporation 5. <input type="checkbox"/> Other (describe) _____ <input type="checkbox"/> LLC – Single member LLC only	Wisconsin County of Business Location	
Ownership/Name/Address Change (Indicate date and type of change): _____	<b>MAIL YOUR REPORT AND SCHEDULES TO:</b> Wisconsin Department of Revenue PO Box 8900 Madison WI 53708-8900	Report for month ending: _____

## Section B

### Carrier Report

☐ No Activity

FUEL TRANSPORTED (Sch. PD)	Col. 1 Gasoline	Col. 2 Undyed Diesel	Col. 3 Other Fuels
1. Enter total product transported in Gross Gallons			
2. Enter total product transported in Net Gallons			

## INSTRUCTIONS

### WHO MUST FILE THIS REPORT

All persons registered with the Wisconsin Department of Revenue who transport motor vehicle fuel, general aviation fuel or alternate fuels in Wisconsin are required to complete and file this report with the department each month. In addition, pipeline, rail, ship and barge carriers who transport fuel in Wisconsin are required to file monthly reports with the department even though such carriers are not required to register with the department. A report must be filed even if a fuel carrier does not transport any petroleum products in Wisconsin during the month.

Fuel carriers who are also licensed with the department as a “restricted supplier” of motor vehicle fuel **need to** itemize fuel shipments on a carrier report that are imported from their out-of-state bulk plant or exported from their Wisconsin bulk plant. Such carriers also should still itemize on their carrier reports shipments from pipeline terminals which cross state lines.

### WHEN REPORT IS DUE

Your report, plus supporting schedules, is due on or before the 30th day of the month following the month covered by your report. To be timely filed, your carrier report must be postmarked by a United States Post Office on or before its due date and received by the department within 5 days of the due date.

*Late-filed reports.* Reports not timely filed are subject to a mandatory \$10 late-filing fee. Repeated late-filed reports will subject a transporter’s file to a close review for possible revocation by the Secretary of Revenue of the privilege to do business in Wisconsin.

(con’t on other side)

**DECLARATION:** I declare that this is an accurate and true report of motor vehicle fuel, general aviation fuel and alternate fuels transported in Wisconsin and that the provisions of Section 78.77 of the Wisconsin Statutes have been complied with regarding the maintenance and retention of records.

Signature of Carrier	Business Telephone Number ( )	Date
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## ASSISTANCE AND FORMS

Information, forms and assistance are available at our following office:

2135 Rimrock Road  
Madison, Wisconsin  
(608) 266-3223 or 266-0064  
Fax: (608) 261-7049

or write to:

PO Box 8900  
Madison, WI 53708-8900  
Email: [excise@dor.state.wi.us](mailto:excise@dor.state.wi.us)

All fuel carriers will receive an annual supply of reporting forms and name/address labels in April of each year. Contact us if you need additional forms prior to next April.

## RECORD KEEPING

You must keep a complete copy of your report, including all supporting schedules, and all records pertaining to your fuel transporting business for at least 4 years. You must keep them in a place and manner easily accessible for review by department personnel.

## AMENDED REPORTS

If you want to change (amend) a previously filed report, send us a letter and detail the change(s). Do NOT file an amended report or reflect the adjustments on your current month's report. Send your letter to us at Post Office Box 8900, Madison, WI 53708-8900.

## WHERE TO FILE YOUR REPORT

Send your monthly report to:

Wisconsin Department of Revenue  
Post Office Box 8900  
Madison, WI 53708-8900

## MANIFEST CORRECTIONS

The manifest which a petroleum products carrier receives at the refinery or pipeline terminal covering a withdrawal must show the destination state of the fuel shipment. If the destination state or any other information on the manifest is not correct, the carrier is required to notify the terminal operator before leaving the terminal grounds, as well as the shipper, and any state involved. If the correct destination state is not noted on the manifest, the Wisconsin State Patrol has authority to seize and sell the product and the transport truck.

## FUEL DIVERSIONS

All **interstate** fuel diversions involving Wisconsin must be reported to the department using an automated telephone voice response system (IVR). The IVR system is the only method available for reporting interstate fuel diversions to the department. You must register with the department to

use this system. If you are not registered to use our IVR system and have a touch-tone phone, you can obtain information about registering by calling our toll-free number at (888) 367-1600. If you do not have a touch-tone phone or have additional questions, call the department at (608) 261-6243.

## COMPLETING YOUR REPORT

The petroleum products carrier report which you file with the department each month consists of this form (MF-008) and the supporting delivery schedule (MF-002T). The fuel deliveries/shipments you are required to report pertain to motor vehicle fuel products (gasoline and diesel), general aviation fuel and alternate fuels.

*Name/Address.* Apply the mailing label which contains your name, address, transporter number and federal employer identification number. A supply of labels is sent to all fuel carriers each year in April along with the annual supply of reporting forms. If you have misplaced the labels, please print or type your name, address and transporter number in this area.

*Federal Employer Identification Number (FEIN) or Social Security Number (SSN).* Enter your number in the space provided.

*Report for month ending.* Enter the month and year covered by your report.

## Section B

**Line 1.** Enter the total product transported in Gross Gallons in each of the columns 1, 2, and 3. This information should be retrieved from Schedule PD.

**Line 2.** Enter the total product transported in Net Gallons in each of the columns 1, 2, and 3. This information should be retrieved from Schedule PD.

## SIGN AND DATE YOUR REPORT AND INDICATE YOUR BUSINESS TELEPHONE NUMBER.

## COMPUTER PREPARED LISTINGS

The department will accept computer prepared listings of the fuel deliveries itemized on your delivery schedules, MF-008a. If you want to submit computer prepared listings, you must do the following:

1. Use the same format as our MF-008a.
2. Clearly label the schedule as well as the type of fuel reported on the schedule.
3. Use paper 8½ X 11 inches.
4. Print fuel deliveries on one side of the schedule.
5. Burst computer listings.

\*\*\*THIS FORM MAY BE REPRODUCED\*\*\*